

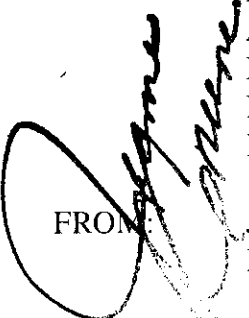


DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #30/02
September 13, 2002

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM:  Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on October 14-15, 2002. This meeting will be held in Carson City at the Legislative Building, Room 4100, 401 South Carson Street, beginning at 8:00 a.m. This meeting will also have a video conference link to Las Vegas at the Grant Sawyer Building, Room 4412, 555 East Washington Avenue.

Call to Order – 8:00 a.m.

- I. *Adoption of Agenda
- II. *Minutes of Previous Meeting
- III. *Classification Appeal
Caryn Wood, Legal Assistant, University of Nevada, Las Vegas – Administrative Code Office

- IV. *Employment Security Claims Examination & Placement Occupational Group Study Appeals
 - A. Joanne Brentlinger, Bonnie Garcia, Annette McHone, Denise Miller, Theresa Nicks, Jo Anne Wiley, Dianne Williams, and Steve Zuelke, ESD Program Specialist II's
Department of Employment, Training & Rehabilitation, Employment Security Division
 - B. Donna Clark, Sara Couste, and Edmund Seeley, ESD Program Specialist III's
Department of Employment, Training & Rehabilitation, Employment Security Division
- V. *Approval of Proposed Class Specification
ESD Program Specialist series
- VI. *Social Welfare Services Occupational Group Study
- VII. *Social Services Occupational Group Study Appeals
 - A. Department of Human Resources, Director's Office, Kareen Masters, Personnel Officer
 - 1. Deputy Administrator, Welfare
 - 2. Social Services Chief III - Benefit & Support Unit and Eligibility & Payment Unit
 - 3. Social Services Manager series
 - 4. Class Specifications - Social Services Chief series and Social Services Manager series
 - B. (241) Family Services Specialist II's
Department of Human Resources, Welfare Division
 - C. Susan Skelton, Davis Hazlett, Diane Guinn, Family Services Specialist II's
Department of Human Resources, Welfare Division
 - D. Jacqueline Gooch, Family Services Specialist II
Department of Human Resources, Welfare Division
 - E. Veronica Clark, Family Services Specialist II
Department of Human Resources, Welfare Division
 - F. (9) Family Services Supervisor I's
Department of Human Resources, Welfare Division
 - G. Leslee Arnold and Mary Mallison, Social Services Program Specialist III's
Department of Human Resources, Welfare Division
 - H. Toby Hyman, Sue Zatarain, Michelle Hritz and Gary Gobelman, Grants & Projects Analyst II's
Department of Human Resources, Community Connections

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VII. *Social Services Occupational Group Study Appeals (cont'd)

I. (42) Social Worker II's

Department of Human Resources, Child & Family Services Division

J. (6) Social Work Supervisors

Department of Human Resources, Child & Family Services Division

K. Kendell Wilson, Larry Robb and Paula Achurra, Social Services Manager III's

Department of Human Resources, Child & Family Services Division

VIII. Uncontested Classification Action Report

IX. Special Reports

X. Comments by the General Public

XI. Select Date for Next Meeting

XII. *Adjournment

** Indicates item will be voted on by the Personnel Commission*

NOTE: The above items may be heard in a different order than listed, at the discretion of the Chair. If the meeting continues to October 15, the starting time will be 9:00 a.m.

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Carol Thomas, Chief of Technical Services, Nevada State Personnel, at (775) 684-0119.

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no later than five working days prior to the meeting.

JG:cp